2021-2022 School Safety Plan
Menlo Park City School District

Updated September 30, 2021
Thank you for taking the time to read through MPCSD's School Safety Plan for the 2021-22 School Year. As a society, we are transitioning from a period of “responding to COVID” to “living with COVID.” If we learned anything the first 18 months of this pandemic, it’s that we must be flexible and responsive to an always-changing situation.

While we have accomplished much in the face of this pandemic, we also know that we are not yet out of the woods. Risk is a part of our lives in ways we never anticipated, but now cannot avoid. Approaching that risk with caution and a learner’s mindset sets us up to design a new reality that includes keeping children in school.

Please don’t underestimate the impacts of COVID. When you follow the health and safety protocols, you are not just keeping yourself or your family safe; you’re keeping everyone safe.

Together, we can do BIG, difficult, and important things. If you still have questions after reading this plan, please email info@mpcsd.org.

Sincerely,

Erik Burmeister, Superintendent

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For the 2021-22 school year, we offer full-time, in-person instruction as well as a Remote Independent Study option as outlined by the state of California in AB 130. This COVID Safety Plan outlines the health and safety protocols MPCSD will implement to maintain safe campuses while making the education experience as “normal” as possible for our children and staff.

This COVID Safety Plan aligns with:

**Pandemic Recovery Framework or PRF:** A framework for schools in San Mateo County published by the SMC Health and Education Departments. Provides school leaders with the health, education, and legal guidance needed to develop plans for safe on-campus instruction and learning during the COVID-19 pandemic.

**California Department of Public Health or CDPH:** CDPH provides resources and current health information to local health agencies and the broader public, including its [K-12 Schools Guidance 2021-22 Questions & Answers](#).

**Health Orders:** Public health orders are issued statewide or by local counties when there is an increased risk to the public's health because of the threat of an infectious disease.

For families with health concerns about COVID who need to keep their students home this year, there are these options:

**Remote Independent Study (RIS):** RIS is offered in compliance with the newly signed California law AB 130. RIS allows a student to learn from home, facilitated by a credentialed teacher with some synchronous check-ins, but will not resemble the Virtual Academy of the 2020-21 school year. RIS will be the only remote option for students who wish to remain enrolled with MPCSD but attend school remotely. Students remain enrolled in MPCSD, but are not assigned to an in-person classroom or campus. Students may return to the classroom within five days of requesting to do so, and will be assigned a classroom based on space availability at the time of the request. If you would like more information, please email info@mpcsd.org.

**Home School:** Home School is when a parent instructs their children at home. Home schooled students are not part of the school district. More information about home school is available here.

**Online School:** There are various online schools operating that you may choose for your students. MPCSD does not have relationships with or recommend any program or another. To enroll in a private online school, your students will be disenrolled from MPCSD.
Our Continued Commitment

Menlo Park City School District’s top priority is the safety of its students and staff while providing a robust educational experience and supporting our community’s mental and emotional health.

As COVID continues to be with us, including uncertainties around evolving variants and vaccinations for children, MPCSD will continue to implement health & safety protocols as outlined in this Safety Plan. During the 2020-21 school year, MPCSD maintained in-person instruction for all grade levels from September 2020 until the end of the year on June 11, 2021. During that time, our health & safety protocols resulted in zero on-campus transmission of COVID and zero outbreaks at our schools. Thank you for your support by informing yourself of our guidelines and helping your children understand and follow them.

With your continued support, we hope to keep students and staff safe and schools open. The last 18 months remind us, though, that remaining safe means remaining flexible to the health conditions at the time and preparing for any number of adaptations to our program. As such, MPCSD will maintain it’s “dial” approach, rather than a “switch.” We will remain dynamically responsive to COVID data in San Mateo County and the recommendations of health officials.

The two best ways to track potential changes and policy discussions are to attend Board meetings, which occur at least monthly, and to carefully read any and all messages on ParentSquare from Superintendent Burmeister. You can download ParentSquare from Google Play or the App Store. Download today!
In addition to attending Board meetings and carefully reading any messages from the Superintendent, parents may provide feedback to staff or ask questions by emailing info@mpcsd.org. Parents wishing for their feedback to reach the Board directly may email board@mpcsd.org.

In a national climate of conflict and disagreement, the staff of MPCSD are eternally grateful for the partnership we have created with our community and the trust they have bestowed upon us. We recognize our collaborative spirit is a gift, and all-too rare in today’s world. MPCSD is committed to valuing and maintaining the strong partnership that exists between our community and our staff, ensuring that our connections and respect remain strong. Thank you, in advance, for doing your part to ensure this positive collaboration can continue.

Unfortunately, it is clear that COVID-19 will remain a part of our lives for the foreseeable future. Due diligence, proper planning, and regular communication will be what get us through this period, and we will do so together.
During the 2021-22 school year, MPCSD will maintain healthy and safe in-person learning environments. We will use the extensive knowledge we gained during 2020-21 and the guidance of our public health experts to create a safe experience for all students on campus, full time. School begins on August 19, 2021. The only exception to in-person learning, while remaining enrolled with MPCSD, is Remote Independent Study for the few families for whom the mitigated risk is still too great.

**Full-time, In-person School**
For the vast majority of MPCSD students, this will be how instruction is delivered during the 2021-22 year. School hours will be very close to what they were pre-pandemic. Fee-based after school care is available through Newton at all K-5 sites. Your school’s bell schedule will be communicated directly from your school site. Some activities will be modified to align with health & safety protocols, as described later in this document. While we know things are not “normal” the school experience will be very similar to what students and families enjoyed before March 2020.

**Remote Independent Study**
RIS, as described in the glossary, is a choice for families who cannot take the risk of sending students to school in person at this time. It is not for families who simply desire to attend MPCSD while living out of the district. Final formal request for RIS will be sent to families on Tuesday, August 10. The deadline to formally request RIS in time for start of school will be Friday, August 13 at 4:00 p.m. This safety plan is not intended to provide details about RIS.
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Health and Safety Practices

MPCSD maintains COVID information at its COVID dashboard, accessible by scanning the QR code at right or here. MPCSD will point to publicly available resources as much as possible, to keep information consistent and aligned with our local and state health departments.

MPCSD follows San Mateo County's Pandemic Recovery Framework (PRF) as the basis for all health and safety protocols. This Safety Plan document outlines how MPCSD will implement and follow the PRF guidelines.

**Vaccination**

*Students:* MPCSD recommends that students aged 12+ be vaccinated. At this time, a public school district cannot require a vaccine unless the state has stipulated that it do so. Vaccination status does play a role in quarantining, thus we will be asking families of children who ARE vaccinated to confirm vaccination status with the district. More information on how to do so will be sent via email from Hillview Middle School. When younger students are eligible for vaccine, parents will once again be asked to submit that information.

*Staff:* MPCSD School Board strongly recommends that all MPCSD staff be fully vaccinated for COVID-19. If MPCSD staff members refuse to be vaccinated, in contradiction to Governor Newsom's vaccination mandate, unvaccinated staff members shall undergo twice weekly COVID testing provided by the district per the district's direction on timing and location of testing. Failure or refusal to do so will result in discipline up to and including dismissal from employment with MPCSD.
Parent Volunteers: In alignment with the governor’s mandate on “school worker” vaccines, MPCSD is requiring all parent volunteers who will desire to volunteer on campus to be vaccinated. “Workers” include “volunteers who are on-site at a school campus supporting school functions” (PRF page 4). Parent volunteers are required to upload their vaccination confirmation using the Safeter App. If you desire eligibility to volunteer on campus (e.g. classroom support, library, hot lunch, MPAEF/PTO, after school sports, Art in Action, etc.) this fall, please complete this short form. You will receive an email invitation from Safeter to upload your vaccination card and affirm your vaccination status.

Parents Attending Events: Parents who come on campus to attend an event in their role as a parent do not need to show vaccine confirmation.

Visitors/Vendors/Contractors, etc.: Those visiting MPCSD campuses during times when students are on campus should be prepared to show proof of vaccination.

Masking

Indoors & Outdoors: In MPCSD in addition to wearing masks indoors per the PRF, all staff and students will also be required to wear face masks outdoors when interacting with others within six-feet. Individuals wishing to take a "mask break" outside may do so by first ensuring that they are at least six-feet away from others and can remain at least six-feet distant for the time necessary to take a mask break. The only other exception to outside masking will be for the provision of eating and drinking socially distanced, or those who are exempt based on CDPH face mask guidance. Children who refuse to wear masks or parents who prefer their child to not wear a mask will be assigned to RIS. MPCSD does not allow “neck gaiters” or masks with valves.

Eating: Because eating is an activity that requires masks to be removed, students will eat outdoors for snack and lunch. At least three feet of distance will be maintained at lunch tables, with no face-to-face eating. At the elementary schools, students will eat with their classroom. At the middle school, students may mix with other students, but the distancing and no face-to-face eating policy will be enforced.
**Section 3
Health & Safety Practices**

*Buses:* Masks will be worn by students and drivers on MPCSD school buses. For the SamTrans policy, please see [their website](https://www.samtans.org).

**Physical Distancing**
The PRF, CDPH, and CDC do not mandate specific physical distancing requirements for schools, however the CDC and CDPH recommend a 3-foot distance indoors for schools. The reduction of the physical distancing requirement is what allows schools to open for all students. MPCSD is fortunate to have the space, and will implement a 3-foot distancing protocol indoors.

*Indoors:* Three feet of space will be maintained between students, and teachers will maintain a “seating map” to help with contact tracing in the event of a positive COVID case within a classroom.

Activities that would require students to be within 3 feet of each other indoors will be discouraged. Assemblies that bring classrooms together will maintain 3 feet of distance between students, staggering attendance if necessary.

*Outdoors:* During recess and lunch breaks, students will be free to play with students from other classes and a minimum distance will not be enforced, except for eating. As a result, outdoor masking is a crucial component of the district’s layer of safety.

*Eating:* As mentioned in the Masking section, eating will occur outdoors and students will eat 3 feet apart, with no face-to-face eating. At the elementary schools, classroom groups will eat together. At the middle school, students may mix while eating as long as the distancing and no face-to-face eating policy is maintained.
Gatherings
Some gatherings will be allowed at MPCSD campuses during the 2021-22 school year. Events include:

- Back-to-School Welcome Events;
- Speaker Series (This year’s amazing schedule, available at [www.speakerseries.com](http://www.speakerseries.com), features a mix of in-person and virtual events);
- Book fairs, parent-teacher conferences, socials, end-of-year celebrations, etc. will be scheduled by sites and will vary between in-person and virtual.

Gatherings must follow health and safety guidelines, issued either by SMC or by MPCSD. At this time, outdoor gatherings do not require physical distancing, but masking is requested AND highly encouraged.

Indoor gatherings (like Speaker Series events in the Hillview PAC) will require masking, and seating will be spaced out.

Many events may still be offered virtually in 2021-22. Back-to-school nights will be virtual only. Look for details and Zoom links from your school sites.

Ventilation
MPCSD pioneered COVID-preventive ventilation upgrades among schools last year. The district had great success with its ventilation protocols and will continue them throughout the 2021-22 school year. MPCSD will:

- Install new MERV 13 air filters in all HVAC systems 2x/year. MPCSD ventilation systems provide a minimum of 6 air exchanges per hour.
- Use CO2 monitors to ensure the quality of indoor air.
- Run HVAC systems set to only bring in outside air.
- Open classroom doors/windows at all times (weather and air quality permitting) when instruction is taking place.
- Utilize our campuses’ outside spaces for instructional use as much as possible.
- Utilize HEPA filters and fans to increase outdoor air ventilation within classrooms.
Poor Outdoor Air Quality: In cases of poor outdoor air quality, doors and windows will be closed, HVAC units (with MERV 13 filters) will run without drawing outside air, and HEPA filters will continue to filter the classroom air, per the PRF guidelines. See MPCSD’s extensive Air Quality FAQ page for more details. You may also reference the EPA’s air quality guide for safe activities and schools and the San Mateo County Office of Education’s Air Quality Resources webpage for more information.

Know the Signs & Symptoms and When to Stay Home (see PRF page 9-11)

**Common Symptoms of COVID-19 (CDPH)**

- Headache
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue (tiredness)
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students and staff experiencing any of the above symptoms should stay home and refer to their healthcare provider for testing and care. Students and staff may safely return to school when they meet this criteria:

- At least 24 hours since resolution of fever without medication; **and**
- Other symptoms have improved; **and**
- They test negative for COVID-19, **OR** a healthcare provider has provided documentation that the symptoms are typical of their underlying condition (e.g. allergies or asthma) **OR** a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), **OR** at least 10 days have passed since symptom onset.
**Temperature Checks & Signs of Illness**
Temperature checks *will not* be routinely performed upon students’ arrival on campus. We ask parents to check their students’ temperatures daily before school. If your child has a temperature of 100.4° F/38° C or higher, please don’t send them to school. A student who feels sick at school will be checked by staff, and parents contacted. Anyone with a temperature of 100.4°F or higher after two temperature checks will be sent home.

Staff will be visually monitoring students for signs of illness throughout the day. When students show signs, they will be sent to the isolation area for further checks by the school nurse/office staff and possibly an on-campus COVID test. Please be sure your child’s health records are up-to-date, especially with allergy or asthma information as those conditions can present similarly to COVID symptoms. Parents will be called when students need to be sent home.

MPCSD staff will follow this [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/index.html) when a student or staff member becomes sick at school or reports a new COVID-19 diagnosis. It is the same guidance followed in 2020-21. More details are included in this document about positive cases, contact tracing and quarantine in Section 4.

**Hand Hygiene (see PRF page 11)**
Students and staff will practice hand hygiene by washing their hands often, with soap and water for 20 seconds. Handwashing is most important:
- When arriving at school
- Before/after eating
- Before/after using playground structures
- After using the restroom
- When coming in from outside
- After sneezing or coughing

Hand sanitizer with at least 60% alcohol will also be provided at multiple points throughout campus. Children under 6 will be supervised when using hand sanitizer and will not have access to it without adult supervision.
Section 3
Health & Safety Practices

Cleaning and Disinfecting

Cleaning means using soap and water to remove surface dirt. According to the PRF, cleaning once a day is usually enough to sufficiently remove potential viruses that may be on surfaces. Disinfecting (MPCSD uses Oxivir TB from the U.S. Environmental Protection Agency COVID-19 list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection. Disinfection will be used as a tool against the virus, with safe and effective targeted application.

Cleaning will occur:
- Daily in all classrooms and indoor spaces. Hand hygiene will be used to keep students protected from germs on outdoor structures and equipment.
- Before and after eating at lunch tables.
- As needed throughout the day following spills, etc.
- Within 24 hours of a sick person with COVID-19 occupying the space/facility.

Disinfection will occur:
- Daily in bathrooms, classrooms, and all indoor spaces.
- Daily for high touch areas: door handles, sink handles, tables, counter tops, student desks, chairs.
- Within 24 hours of a sick person with COVID-19 occupying the space.
- Following any instance of bodily fluid coming into contact with a surface.

Food and Meals

As mentioned under Masking and Physical Distancing, a 3-foot distance will be maintained during eating breaks, with no face-to-face eating. Lunch will be staggered if necessary at elementary schools. Eating tables will be washed, rinsed, and sanitized before and after meals. School lunch service does not need to be limited to single use items-packaged meals (although it likely will be at least at the beginning of school). For more about lunch service, see Lunch Services Section 8.
**Cohorting**

Cohorting is not addressed by the CDPH for 2021-22. In elementary school, MPCSD will keep classroom groups of students together for lunch and when attending assemblies on campus, but students will be allowed to mix to play/socialize during recess and lunch time following eating. In middle school, students will mix because classes will not be assigned by cohorts, and will also be allowed to mix at break and lunch, except must eat three feet apart.

Teachers will keep a “seating map” and students will be expected to sit in the same seat each day. This will help with contact tracing if and when a positive COVID case occurs within a classroom.

Additional details:
- Water fountains will be closed. Please send your child with a water bottle. Classrooms have sinks to refill bottles.
- Please label all your child’s belongings. Any personal items should be kept separate from other students’ belongings.
- When possible and practicable supplies will be assigned to individual students and kept within cohorts when practicable.

**Visitors**

Visitors and volunteers will once again be permitted on MPCSD campuses in 2021-22. All persons coming onto any MPCSD campus must wear face coverings indoors and outdoors. MPCSD considered the following types of activities that might bring visitors to campus.

*Visitors/contractors/vendors:* Visitors may come on campus if they are providing a service, or at the invitation of a teacher/staff member for the purpose of curriculum enrichment. All visitors in this category must be vaccinated and show proof of vaccination at the school office.

*Volunteers filling a defined role:* The Parent Teacher Organizations (PTOs) and the Menlo Park-Atherton Education Foundation (MPAEF) use parent volunteers to provide many services. Each site will determine what roles they require and
recruit volunteers accordingly. Any volunteers performing duties on campus with students must be vaccinated and show proof of vaccination by uploading their vaccine confirmation to the Safeter app. Details will be provided to volunteers when accepting a role on campus. Field Trip chaperones should be prepared to show vaccination proof at the school office or to teacher for an off-site arrival.

*Parents attending school events*: Campuses may host events like back-to-school welcomes, social events, book fairs, etc. When attending these events, parents do not need to show proof of vaccination, but must follow all guidelines regarding masking, distancing, etc. When school/district events are publicized, the specific health & safety guidelines will be noted.

**Music at MPCSD**
Following the CDPH Guidance for school-based extracurricular activities, MPCSD will follow these guidelines relating to music:
- Instrumental Band (wind instruments) will occur outdoors and distanced (three feet minimum), using instrumental masks to the best of our ability.
- Choir will occur outdoors, masked and distanced (three feet minimum).
- Orchestra (strings only, no wind instruments) may occur indoors with masks, meeting the MPCSD three feet distancing policy.

**Physical Education & Sports at MPCSD**
Sports are offered at MPCSD campuses through each school’s PTO. To offer sports as safely as possible for student-athletes and their families, coaches, and spectators, the district will follow the following guidelines for athletic practice and competition at MPCSD facilities. Guidelines will be reassessed when the current COVID surge has diminished.
- ALL coaches & athletes must wear masks during indoor practices and games.
- MPCSD coaches & athletes must wear masks during outdoor practices & games.
- No spectators allowed during practices.
- Spectator attendance will be limited during games.
Volunteers filling a defined role: The Parent Teacher Organizations (PTOs) and the Menlo Park-Atherton Education Foundation (MPAEF) use parent volunteers to provide many services. Each site will determine what roles they require and recruit volunteers accordingly. Any volunteers performing duties on campus with students must be vaccinated and show proof of vaccination by uploading their vaccine confirmation to the Safeter app. Details will be provided to volunteers when accepting a role on campus.

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- MPCSD coaches & athletes must wear masks during outdoor practices & games.
- No spectators allowed during practices.
- Spectator attendance will be limited during games.
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- Spectators & visiting athletes/coaches are asked to also wear masks while outdoors on MPCSD campuses.
- MPCSD recommends all individuals get vaccinated when vaccine-eligible.
- Any individual under quarantine (including modified quarantine) must refrain from participating in sports until their quarantine period is over.
- All MPCSD student-athletes should be registered for weekly pooled COVID testing at their school site. Please contact info@mpcsd.org to register your student if they are not already enrolled.

MPCSD will assist with contact tracing following a positive COVID case at an athletic practice or event. Please follow MPCSD’s COVID case reporting guidelines: If anyone who participated in or attended an athletic practice or event tests positive for COVID, a family member should immediately notify their site leader, site nurse, district nurse, or email info@mpcsd.org.

Afterschool Activities at MPCSD (including Newton childcare)
Afterschool activities are permitted on MPCSD campuses during the 2021-22 school year. Afterschool activities (including sports) are organized through MPCSD’s PTOs for each school site. All vendors providing afterschool activities on MPCSD campuses are required to follow MPCSD’s health and safety guidelines, including indoor and outdoor masking, and eating outdoors only with at least three-foot distancing. The Terms and Conditions form for vendors using MPCSD facilities has been updated to require acknowledgement of and adherence to MPCSD COVID health and safety protocols.

MPCSD will assist with contact tracing for COVID positive cases within afterschool activities. Please follow MPCSD’s COVID case reporting guidelines: If anyone who participated in an afterschool activity at an MPCSD campus tests positive for COVID, a family member should immediately notify their site leader, site nurse, district nurse, or email info@mpcsd.org. Any individual under quarantine (including modified quarantine) must refrain from participating in afterschool activities until their quarantine period is over. The one exception to participation during modified quarantine is Newton childcare. Students using Newton may attend Newton during their modified quarantine period as long as they remain asymptomatic and follow the quarantine testing protocols.
Section 4
COVID Testing, Tracing, & Quarantine

Testing is an effective tool in identifying potential COVID cases and limiting the spread of COVID. During the 2020-21 school year, MPCSD’s testing guidelines and contact tracing practices helped the district isolate cases quickly and prevent any spread or outbreaks on campus. This section covers MPCSD’s protocols and guidelines for testing, contact tracing, and quarantine. Many of the practices will be similar to last year, although this year we will be able to offer modified quarantine to maximize students’ time in class. We are excited about these updated guidelines that allow more students to stay in class.

Screening Testing
Regular COVID testing is mandatory for MPCSD staff and highly recommended for all eligible students. MPCSD offers weekly pooled COVID-19 testing to students and staff using Gingko. The district successfully piloted this company between February and July 2021. Testing will be offered at no cost to families or staff. A trained adult supervises students in nasal self-swabbing (Q-tip); all swabs within a classroom are collected in a single tube; and the entire tube is PCR-tested for COVID. Pooled testing cannot identify positive individuals within a sample. Negative pool results will not be reported out. When a “pool” (e.g. classroom/cohort) tests positive, all individuals in that pool will be administered an immediate antigen test and a PCR test, which will be sent to the lab, in order to identify positive cases for isolation/quarantine. Parents will need to opt in to this service. Details will be provided to each family. To find out more about the testing program MCPSD will use:

- Concentric by Ginkgo’s [website](#).
- Video of the program in action.
- Parent Info Sheet.
Section 4
COVID Testing, Tracing & Quarantine

Testing will be rolled out over the first three full weeks of school beginning on Tuesday, August 24. More information regarding the testing program will be provided via email. Parents who choose not to have their students tested at school are highly encouraged to find a COVID testing location and have their students tested at least every two weeks while they are attending school in person.

Staff: MPCSD requires all vaccinated staff to test for COVID once per week at least until all children have access to the vaccine or spread of concerning variants are significantly reduced. Staff members refusing to test weekly at school will be required to test weekly during their personal time outside of the work day at a testing service of their choosing and provide Human Resources with proof of negative test. Unvaccinated staff must test twice weekly at the district’s direction regarding timing and location. See the Vaccination requirements in Section 3 of this document.

Contact Tracing & Notification
If students or student household members test positive for COVID, a family member should immediately notify their site leader, site nurse, district nurse, or email info@mpcsd.org. The district will follow protocols for ensuring the individual has medical care and plans to quarantine, report the case to San Mateo County Health, clean and disinfect the area where the individual was, and notify affected students, staff, and the school community.

If your student tests positive for COVID, the District Nurse will work with you to identify close contacts and inform you of next steps for your child and family. The isolation period for a positive case is ten days from symptom onset or test date if asymptomatic.

A close contact is a person who was in contact of less than six feet for more than fifteen minutes of someone who is positive for COVID. Teachers will maintain “seating maps” and students will be expected to sit in the same seat each day. This will help when we contact trace for close contacts following a positive case. Parents will always be notified via letter if their child has been in...
potential close contact with someone who tests positive, or if there is a positive case at their child’s school. Schools will remain open unless at least 5% of the total number of students/staff/teachers test positive within a 14-day period, or if local health officials recommend closure.

**Quarantine**

During the 2021-22 school year, whole classrooms will not necessarily need to close because of a positive case. The exception to this may be when a pool test comes back positive and follow-up testing is needed to identify the positive case. Classrooms may move to remote learning while confirmatory results are pending. We will follow the CDPH’s *COVID-19 Exposure at School* chart (see next page) to limit who needs to quarantine. If your child is a close contact, they may be eligible for **modified quarantine**. Modified Quarantine allows students to continue attending school, but they must quarantine from other activities. This approach prioritizes in-person instruction, and is only available when the exposure took place *at school* and *both parties were wearing masks*. It is crucial that MPCSD maintains its masking policy in order to follow these quarantine guidelines, and that families follow the recommendations to quarantine from extracurricular activities.

**Case Reporting**

If your MPCSD student or anyone living in your household receives a positive COVID-19 test, please notify your site principal, site nurse, district nurse, or info@mpcsd.org right away. **Do not send your COVID-positive child to school.** District staff will work with you to contact trace and ensure that your family has appropriate healthcare and isolation/quarantine information.

*Isolation* refers to a positive person isolating themselves to avoid infecting others. *Quarantine* refers to an exposed person/close contact staying away from others to limit spread.

MPCSD’s District Nurse will follow all reporting and contact tracing requirements, as outlined in the **PRF**.
COVID-19 Exposure at School

**Vaccinated Close Contacts**
- Symptomatic
  - Get Tested
  - Isolate:
    - per condition diagnosed by healthcare provider or
    - until at least 24 hours have passed since the last fever without the use of fever-reducing medication and
    - symptoms have improved
  - Asymptomatic
    - No need for quarantine
    - No need for testing
    - Monitor for symptoms

**Unvaccinated Close Contacts**
- Symptomatic
  - Get Tested
  - Isolate until:
    - at least 10 days have passed since symptoms first appeared and
    - at least 24 hours have passed since the last fever without the use of fever-reducing medication and
    - symptoms have improved
- Asymptomatic
  - Both Parties Masked
    - 14-day quarantine (cannot test out)

**Modified Quarantine**
When both parties were wearing a mask in the classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors)
  - May continue to attend school for in-person instruction if they:
    - Are asymptomatic;
    - Continue to appropriately mask, as required;
    - Undergo at least twice-weekly testing during the 10-day quarantine; and
    - Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

**Quarantine**
(if one or more parties were unmasked)
Those who remain asymptomatic may discontinue self-quarantine after
  - Day 10 from the date of last exposure without testing; or
  - Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
  - To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
    - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; and
    - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
  - If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.
Travel is one of the COVID policies about which parents most frequently have questions. Guidelines do not prohibit students or staff from traveling or attending school following travel. MPCSD expects families and staff to follow the CDC and CDPH travel guidelines, which are included in this document for your reference.

During the 2020-21 school year, MPCSD nursing staff spent a great deal of time following-up with every family that traveled. For 2021-22, we ask that every MPCSD family - student and staff - refer to the CDC/CDPH travel guidelines and quarantine accordingly. Please familiarize yourself with the guidelines on the following pages. Remember that at this time, all students under 12 years of age are UNvaccinated, and should follow the testing and quarantine guidelines for unvaccinated individuals. For the safest outcome for your young children and our community, you may want to postpone travel until all members of your family are vaccinated.
Section 5
Travel

## Travel Recommendations (see PRF page 16-17)

<table>
<thead>
<tr>
<th>Domestic Travel</th>
<th>Not Vaccinated</th>
<th>Fully Vaccinated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get tested 1-3 days before travel</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don’t get tested.</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Self-monitor for symptoms</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Wear a mask and take other precautions during travel</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>International Travel</th>
<th>Not Vaccinated</th>
<th>Fully Vaccinated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get tested 1-3 days before traveling out of the US</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Mandatory test required before flying to US</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Get tested 3-5 days after travel</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>International Travel</th>
<th>Not Vaccinated</th>
<th>Fully Vaccinated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-quarantine after travel for 7 days with a negative test or 10 days without test</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Self-monitor for symptoms</td>
<td>✔️</td>
<td>✔️</td>
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<tr>
<td>Wear a mask and take other precautions during travel</td>
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</tr>
</tbody>
</table>
Traveling to or from California? Help prevent the spread of COVID-19 by following current CDC travel guidelines. Read the CDC’s full travel guidance.

Delay Travel (Both Domestic and International) Until You’re Fully Vaccinated¹
If you’re fully vaccinated, you can travel safely within the United States (and you don’t need to test or quarantine). If you’re fully vaccinated and traveling internationally, follow CDC testing guidelines for international travel before and after your return to the US. Please follow all CDC and California masking guidelines.
Please stay informed of CDC Destination Travel Alerts that will warn you about high transmission rates in an area.

If You Are NOT Vaccinated, But Choose to Travel, Get Tested Before and After
If you are NOT vaccinated, but choose to travel domestically, get tested with a viral test 1–3 days BEFORE travel AND 3–5 days AFTER travel. Also, even if you test negative, stay home and self-quarantine for a full 7 days after travel.
If you don’t get tested, stay home and self-quarantine for 10 days after travel.
If you’re NOT vaccinated, and traveling internationally, follow CDC testing guidelines for international travel before and after your return to the US.

ALWAYS Wear a Mask on Public Transportation (Regardless of Your Vaccination Status)
EVERYONE must wear a mask AT ALL TIMES on public transportation (including airports, planes, trains, buses, stations, etc.) into, within, or out of the U.S.
Read our guidance for the use of face coverings.

¹Someone is considered fully vaccinated two weeks or more after their second dose of Pfizer/Moderna or two weeks after receiving the single dose J&J vaccine.
Section 6
Special Education & 504 Accommodation

The Menlo Park City School District is committed to partnering with parents to meet the needs of students with disabilities. MPCSD will provide a Free and Appropriate Public Education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction, and related services to these students.

If your child receives Special Education services, they will be provided on campus as usual. If you requested a Remote Independent Study plan for your child who also receives Special Education services, you will meet with your child’s IEP team, which has final decision-making authority for the RIS plan.

If there are questions regarding your child’s educational program, please contact your child’s case manager and/or School Psychologist. If you continue to have questions, please contact Dr. Stephanie Sheridan, Executive Director of Student Services, directly at sscheridan@mpcsd.org.

IEP and 504 Student Communication
Every family with an IEP or 504 accommodation has an assigned Case Manager whose role is to facilitate communication between the district and family and ensure that the student’s needs are met.

IEP Case Managers will reach out to families to ensure the following...

- Collaborate creatively with parents, service providers, and educators to continue to meet the needs of students with disabilities.
- Adapt and accommodate lessons to ensure accessibility.
Section 6
Special Education & 504 Accommodation

504 Case Manager Role
● Review/update Section 504 Plans as appropriate.
● Review and provide access to student’s 504 accommodation document with all teaching staff.
● Collaborate creatively with parents, service providers, and educators to continue to meet the needs of students with disabilities.
● Adapt and accommodate lessons to ensure accessibility.

IEP Meetings and Assessments
School site teams will hold IEP meetings in compliance with student IEP deadlines. IEPs may be held virtually or in person. Draft IEPs will be sent to families at least 24 hours prior to IEP meeting in order for parents to review and have documents in front of them during the meeting. Please note that case managers may be using a SEIS electronic signature process for collecting signatures for IEP attendance and consent.

Transportation Access
MPCSD is required, able, and committed to providing transportation to our students with disabilities whose current IEP includes transportation services. If a child’s IEP includes transportation services but parents would like to opt to transport their child themselves, parents will be offered a mileage reimbursement form to complete.

Families who receive transportation via their child’s IEP will be contacted by Student Services and can address questions to Ada Reid-Watson at areid-watson@mpcsd.org.
Section 7
Technology

As the mode of instruction for 2021-22 school year is in-person, MPCSD will return to its pre-pandemic technology use model. However, we do expect technology, especially for grades three and above, will continue to serve a catalytic role in learning. When applicable, technology will be used within the classroom setting and devices will be made available to students for use during class time. Except for grades 6-8 in which 1:1 device use is the norm in MPCSD, it is not expected that students in grades K-5 will need devices on a permanent basis for attending school or completing school work. Should that need change, MPCSD has the technology to adjust.

Devices
Should a student or group of students be required to quarantine because of COVID exposure, a device may be loaned to the student for the quarantine period. Please email your site’s Assistant Principal to request a device.

Students who need a device throughout the year simply to assist with in-person learning in the evening may borrow the technology from the district. Please email your site’s Assistant Principal to request a device. If you own an iPad, Chromebook, PC, or laptop that your child can use for school, you may use a home-provided device for school work.

WiFi Access at Home
MPCSD is committed to overcoming barriers that may exist to our students accessing their educational needs. In addition to devices to loan, MPCSD also
has WiFi hotspots available for loan to families. Please email MPCSD’s Family Engagement Coordinator Flor Espinal at fespinal@mpcsd.org to request a hotspot for internet access at your home.

**Learning Management Software**
MPCSD has worked to streamline online learning management systems (LMS). An LMS allows for both distance learning (when applicable) and teacher/student/family collaboration to ensure a quality student learning experience when planning and delivering either in-person or remotely.

Altitude is the LMS used in grades K-5, while Schoology is the LMS in grades 6-8 (although some middle school teachers use both). The LMSs allow teachers to create digital learning content, organize it, deliver the content, enroll students, monitor and assess student performance, and share out progress.

**Universal Apps for Students and Parents**
MPCSD will continue to offer families and staff access to high-leverage apps that support student learning and family communication.

- **Parent Square** is an app that allows for mass communications, notifications, online conferences, and permission slips. Be sure you are receiving Parent Square emails and communication, as it is our primary communication platform.
- **SeeSaw** is a student driven digital portfolio that allows for simple communication and creates a powerful learning loop between students, teachers, and families.
- **Dreambox Learning** is an online math program that provides students with individualized lessons that adapts to the individual learner.
- **Lexia Learning** is a K-5 online literacy program that addresses the development of oral language, reading, spelling, and writing skills to support students in developing and reinforcing fundamental reading skills.
Screen Time Considerations

Many families worked hard to implement screen time guidelines at home only to see those guidelines evaporate because of stay-at-home and distance learning policies over the last eighteen months. Now that the vast majority of MPCSD students will be back in school full-time, you may consider returning to a healthier screen time balance at home. Parents should monitor and model healthy screen use. Finding the right balance for your child will be important and we want to share the following recommendations:

- Model the screen use limits you want your child to practice. They learn the most by watching what you do, not by what you say.
- If your child needs to use screens at home for school work, create a quiet and learning-conducive work space at home, preferably one that is in a communal location of the home. Consider not having screens (including a TV) in a child’s bedroom.
- Be sure that your child has ample time for physical activity and whatever level of in-person socialization you support, and time away from the screen.
- As much as possible, encourage print and book reading and outdoor or indoor physical play.
Section 8
Lunch Services

Thanks to California policy makers, all public school students in California will continue to receive free lunch until June 2022. Understanding that access to healthy foods is foundational to achieving equity, MPCSD encourages all families to make use of free food services this school year.

Even if you normally pay for “hot lunch” at school, you will not be charged for the lunches when you order this year. Families who can afford to pay for lunch need not worry that ordering lunch will take away from those families that can’t afford it. Lunch is provided free this year to ALL students.

MPCSD continues to partner with The LunchMaster for school-based lunch programs, and you need to place orders through their website. The alternative is for families to pack their own lunch for their child. For those who are new to the district, choice varies by family. Many families order lunch, while others bring their own.

Modified Lunch Services During COVID
A beloved tradition of our schools is daily lunch service. While it is returning this year, the delivery and options will be different, especially in the fall.

- **August 19-Sept 6**: All lunch orders will be prepackaged for the week and can be picked up at Encinal School on Mondays 4 p.m. - 6 p.m.
- **September 7 and Beyond**: MPCSD returns to lunch service provided by PTO volunteers at each site.
Lunch options this school year, at least for the foreseeable future (fall and winter) will include individually wrapped cold entrees. Families will choose between four daily options which are a mix of salads, wraps, and sandwiches. Every effort has been made to use compostable and recyclable materials when packing lunches. However, some waste is a necessity to providing meals without contributing to the spread of COVID. Please encourage students to dispose of their waste in the proper receptacles.

**Free and Reduced Lunch Recipients**
Even though lunches are provided free to ALL families this year, all families who would normally qualify for Free and Reduced Lunch are asked to apply again this year. MPCSD is able to provide both weekend boxes and healthy breakfast to families who qualify for Free and Reduced Lunch. Additionally, critical funding resources are provided to districts based on the numbers of families who qualify for Free and Reduced Lunch in each district. If you think you may qualify, please reach out to Debi Rice at [drice@mpcsd.org](mailto:drice@mpcsd.org) or Flor Espinal at [fespinal@mpcsd.org](mailto:fespinal@mpcsd.org) to complete the easy and straightforward application. Our friendly staff will help you complete all necessary paperwork.

**We Need YOU!**
A district our size can only provide a safe and healthy lunch program with the help of a *large team of volunteers*. Each PTO is looking for more vaccinated parents (yes, volunteers filling specific volunteer roles will need to show proof of vaccination this year) willing to spend some time helping serve lunch on campus. To join this mighty and essential team, contact your school’s hot lunch volunteer coordinator:

- **Encinal** - Laura Wiggs ([lawiggs@gmail.com](mailto:lawiggs@gmail.com))
- **Laurel** - Justina Cortes ([jcortes@mpcsd.org](mailto:jcortes@mpcsd.org))
- **Oak Knoll** - Rachel Maclay ([oakknollunch@gmail.com](mailto:oakknollunch@gmail.com))
- **Hillview** - Marisol Tiznado ([marisoltiznado@yahoo.com](mailto:marisoltiznado@yahoo.com))
MPCSD is returning to its fee-based, with scholarships available, neighborhood busing program for the 2021-22 school year. Spots are available on a first-come, first-served basis and neighborhoods closest to schools or otherwise served by SamTrans are not serviced by MPCSD. To request a spot on the MPCSD school bus for your child, see the Transportation page of the district’s website. MPCSD school buses will require that all students and drivers wear masks. Physical distancing will not be required on school buses, but seating charts will be used to assist with contact tracing in the event of a Covid positive case on the bus. Windows will remain open.

Families residing in East Palo Alto and Belle Haven will receive information about bus transportation via email and/or via USPS. For questions about Tinsley bus transportation, email Wendy Valencia at wvalencia@mpcsd.org.

Families who receive transportation via their child’s IEP will be contacted by Student Services and can address questions to Ada Reid-Watson at areid@mpcsd.org.

**SamTrans Buses**
SamTrans school day service is back! Routes 80, 82, 83, 84, and 88 will resume operations on August 15, 2021. Find out more about SamTrans school service, including their route maps, at their website. Students must wear face coverings.

**Walk, Bike, Carpool**
Families are encouraged to arrange carpool, walk, or bike with other families to limit congestion around our schools and carlines. The City of Menlo Park’s Safe Routes to School program offers walking/biking maps to each MPCSD campus.